
Community Improvement Plan (CIP) Application Form

The following general information is required to be submitted as part of the application:

Pre-consultation Meeting

- Prior to completing the Community Improvement Plan Application Form, the applicant should contact the Planning Services Department to conduct a pre-consultation meeting. The meeting will discuss the proposed project and complete submission requirements.

Complete Application Form

- Please complete and sign the attached application form in its entirety to the Planning Services Department.

Two Quotes for the Proposed Construction Work

- Please submit with the application two qualified quotes for the proposed works.

Drawings

- Please submit drawings of the proposed works which may include, site concept plan, elevations, floor plans, design details, etc.

Photographs of the Existing Property

- Please submit digital photos of the current condition of the property/works to be improved.

Additional Documentation (if applicable)

- Please submit any historical documentation or information available for the property, if applicable.
- Please submit any additional information which may be appropriate based on the nature of the application or financial program being applied for (i.e. tax assessment, historical photos, etc.).

For a complete list of the Financial Incentive Programs available and the eligibility criteria for each please refer to the Township of Springwater website.

www.springwater.ca/CIP

All CIP Application Form's deemed complete by Township staff, must be approved by Council, in order to continue and the appropriate agreement(s) must be executed prior to commencing any community improvement work.

Please note, a file number will be assigned for complete applications and this should be used in all communications.

If additional supporting material or documentation is required, or becomes necessary during the processing of this application, the applicant will be contacted and informed prior to this application proceeding.

If any questions arise, please feel free to contact the Planning Services Department.

Community Improvement Plan (CIP) Application Form

Office Use Only	
Application Number:	
Date Received:	
Date Complete	

1. Applicant Information	Fill In the Area Below
Applicant Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	
The Applicant Is:	Check One <input type="checkbox"/> the registered owner <input type="checkbox"/> a tenant <input type="checkbox"/> an authorized agent

2. Owner(s) Information (If Different from Above)	Fill In the Area Below
Owner(s) Name:	
Full Mailing Address:	
Telephone:	

2. Owner(s) Information (If Different from Above)	Fill In the Area Below
Mobile:	
Email:	

3. If known, provide the names and addresses of any holders of any mortgages, charges or other encumbrances on the subject land:

Name:

Address:

4. Subject Property	Fill In the Area Below
Legal Description:	
Municipal Address:	
Roll Number:	

5. Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property?

Yes No

If you answered 'yes' above, please provide a description of each and its purpose:

6. Current Zoning of the subject lands:

7. Describe the present use(s) of the subject lands:

8. Is the subject property designated under Part IV of the Ontario Heritage Act, or listed or otherwise identified by the Township as historically significant?

Yes No Unknown

If 'yes' please provide any available documentation to support the designation, or listing, including Historical photographs and/or drawings.

9. Has an application for planning approval and/or building permit, or any additional required permits, related to the community improvement works, as described above, been submitted to date?

Yes No

If yes, have any of these approvals or authorizations been received?

Yes No

10. Please indicate the Financial Incentive Program for which you are applying (check all that apply):

- Façade Improvement Grant (Exterior Improvement)
- Signage Improvement Grant
- Building Restoration, Renovation or Improvement Grant (Interior Improvement or Expansion)
- Development Charge Rebate
- Planning and Building Permit Fee Rebate
- Historic Property Improvement Grant
- Tax Increment Equivalent Financing Grant
- Accessibility Improvements Grant

A description of the above Financial Incentive programs can be found in Appendix A.

11. Please describe the proposed construction project and how it represents an improvement for the community. Please attach additional pages if needed.

12. Approximate Construction Start Date:

Approximate Construction End Date:

13. Have you previously applied for a financial incentive through the Springwater Community Improvement Plan?

Yes No

14. Agreement of Owner / Applicant

The Owner/Applicant hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of a third party financial review, legal fees, audits, pro-forma financial information, etc. The Township is not responsible for the costs associated with this application, costs related to the anticipation of an incentive program, or any other costs incurred in relation to any of the programs.

The Owner/Applicant hereby authorizes municipal staff, Council, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby declare that I have read and understand the information set out in Section 14 of this application.

Date

Signature of Owner/Applicant

15. Declaration

I, _____ of the Township of Springwater

(or other) _____ of the County of Simcoe

(or other) _____ do solemnly declare that

all above statements and contained in all of the exhibits submitted herewith are true, and

I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

Signature of Owner or Agent

Declared before me at:

The Township of Springwater in the County of Simcoe this _____ day of _____, 20_____.

Or

Declared before me at: (Insert place and full date)

Commissioner of Oaths

16. Authorization of Owner for Applicant to Make the Application

I, _____ am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the Freedom of Information and Protection of Privacy Act.

Date

Signature of Owner

Appendix A – Program Explanation

Program	Description	Applicable Projects	Maximum Funding
Façade Improvement	Revitalize or restore building facades to encourage high quality, attractive improvements to eligible commercial, mixed use, and agricultural-related commercial buildings.	<ul style="list-style-type: none"> • Façade materials • Canopies and awnings • Energy efficient exterior lighting • Murals or similar wall art. • Sidewalk café 	50% of the eligible costs, up to \$5,000.
Signage Improvement	Improvement and/or replacement of wall signage that is consistent with the character of the area, in order to attract customers to commercial business	<ul style="list-style-type: none"> • Signage associated with commercial office, tourism uses, agri-tourism or value-added agricultural facilities. • Back-lit signs are not eligible. 	50% of the eligible costs, up to \$1,500.
Building Restoration, Renovation and Improvement	Improve the viability of older commercial or industrial buildings. Help property owners overcome financial barriers related to renovations, improvements, refurbishment or expansion of existing buildings.	<ul style="list-style-type: none"> • Ground floor vacant space. • Upper storey space into new residential units. • Building, into hotel, inn or bed and breakfast. • Re-purposing an agricultural building. 	50% of the eligible costs, up to \$5,000.
Planning and Building Permit Fee Rebate	Offers rebates on required fees including Township planning application fees and/or building permit fees.	<ul style="list-style-type: none"> • Redevelopment of a property for commercial, office, mixed use, value-added agricultural facilities, or on-farm diversified uses. • Additions to properties involving an increase of at least 25% of the 	100% of the township fees, up to \$2,500.

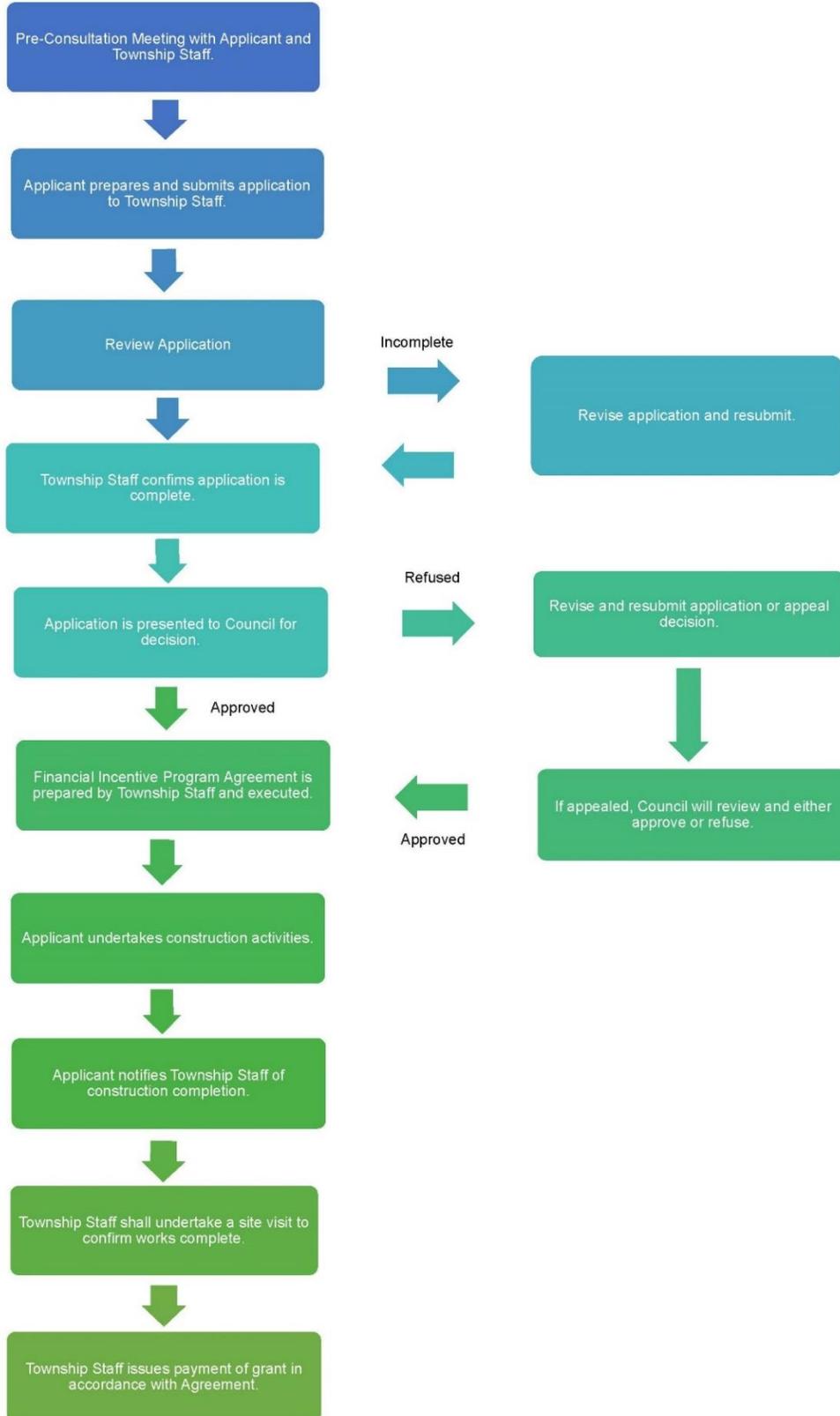
Program	Description	Applicable Projects	Maximum Funding
		existing gross floor area.	
Development Charges Rebate	Provides assistance for the development and redevelopment of sites by reducing Development Charges (DC) in both the settlement and rural areas of the Township.	<ul style="list-style-type: none"> • Development or redevelopment located in the settlement or rural areas of the Township. • Residential buildings are not eligible for this program. 	<p>60% of the Township Development Charge.</p> <p>Consult the County for eligibility of their DC abatement program</p>
Historic Property Improvement	Repairs or restorations of historic buildings and properties in the Township, including properties listed as being of historical interest and properties designated under Part IV of the Ontario Heritage Act	<ul style="list-style-type: none"> • Restoring a property to its historical condition. • Repairs that are critical to the stabilization and conservation of the property. 	50% of the eligible costs, up to \$5,000.
Tax Increment Equivalent Financing	Assists by reducing the impact of a potential property tax increase resulting from a major improvement by phasing in the tax increase over a number of years.	<ul style="list-style-type: none"> • Major additions to a commercial, industrial, mixed use, value-added agricultural facilities, or on-farm diversified uses, involving an increase of at least 25% of the existing gross floor area that results in an increased tax assessment. 	Total amount of an Tax Increment Equivalent Grant shall not exceed 50% of the total cost of the improvements or \$5,000 annually, whichever is the lesser.
Accessibility Improvements	Encourages property owners to make accessibility improvements to their	<ul style="list-style-type: none"> • Installation of new or improvement of existing pathways/accesses, which clearly improve 	50% of the eligible costs, up to \$1,500.

Program	Description	Applicable Projects	Maximum Funding
	commercial, tourist or recreational properties in order to bring them into compliance with Provincial Legislation	accessibility of a commercial, tourist or recreational building or property.	

Note: Not all criteria is listed, for the full criteria please visit:

www.springwater.ca/cip

Appendix B – Community Improvement Plan Flow Chart



General Financial Incentive Eligibility Criteria:

- Applicants must either be the property owner, an agent acting on behalf of the owner or tenant of the property with written authorization from the owner to perform or undertake the works.
- A project must contribute to achieving the relevant goals and objectives as outlined in the Community Improvement Plan.
- A project must represent an improvement to a property or building, and not be considered a regular or life-cycle maintenance activity. A project must also be considered to be permanent in the opinion of the Plan's Administrator.
- All projects must be consistent with applicable and relevant urban or architectural control guidelines, including the Midhurst Secondary Plan and the Elmvale Commercial District Façade Guidelines
- The project must be in conformity with the Township's Official Plan, Zoning By-law, guidelines and procedures (i.e., sign by-law), as well as other relevant legislation and code, such as the Ontario Building Code.
- The property must be in good standing with regard to taxation and all other financial matters at the time of application.
- Incentive programs may be combined, with the exception of the tax increment equivalent grant, which shall not be combined with any other program. Within a two (2) year period, a maximum of two (2) approved incentive program applications are permitted per property. Any eligible costs shall only be counted under one grant program, and not duplicated in separate programs. Furthermore, in no case shall the total amount of all grants exceed 50% of total eligible costs.
- The total amount of all incentive benefits must not exceed the project's costs and, if combined with another program, shall not exceed a total value of \$10,000
- Completed community improvement works must be consistent with the project description and supporting materials provided and approved through the CIP application process. Should the completed works not be consistent with the original and approved project description, the Township is permitted to delay, reduce or cancel the approved program benefits and require the repayment of any incentive program benefits that have been issued.
- Applications for a Financial Incentive Program shall only relate to improvements that are to be initiated and completed after Council adoption of the Community Improvement Plan. Applications for improvements that were initiated prior to Council adoption are not eligible for the Financial Incentive Programs.